

NAF PERSONNEL OFFICE (LC)  
MWR & VQ little creek  
VACANCY ANNOUNCEMENT

09/22/03

Does not confer to Civil Service Status

POSITION: **CONFERENCE ASSISTANT**  
Grade: PENDING CLASSIFICATION  
Salary: \$7.30-\$8.00 P/HR  
LOCATION: Combined Bachelor Housing (VQ)  
NAB Little Creek, Norfolk, VA 23521

ANNOUNCEMENT # **LC-74-03**

CLOSING DATE: Open Until Filled

**AREA OF CONSIDERATION:** Open

(1) Position (s), Flexible, Scheduled

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Ensure all contractual arrangements are met and that all training aids and associated material are set-up and in good working order. Monitors conference in progress to ensure service provided is efficient, courteous and correct relative to etiquette. Makes adjustments to accommodate special situations. During conferences, may provide special services such as message taking, faxing and/or copying documents, issuing local maps, base information, etc. Ensures clean up of conference area upon completion of conference. Performs daily inventories to calculate monthly usage for ordering. Ensure all property/equipment is in working order, available for inspection and records are accurate. Performs other administrative and office related duties as assigned.

**QUALIFICATIONS:** Must be a high school graduate or equivalent. Must have the ability to communicate effectively in English both verbally and written and possess basic math skills to add, subtract, multiply and divide accurately. Must have the ability to operate other related office equipment such as a 10-dec calculator, personal computer, copier, typewriter etc. Knowledge of the Property Management System (PMS) is strongly desired. Knowledge of conference facilities policy and procedures is strongly preferred.

**SPECIAL REQUIREMENTS:** Must possess and maintain a valid state driver's license, as travel to other VQ facilities within the region may be required.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Personnel Office, NAB Little Creek, 1432 Hewitt Drive, Norfolk VA 23521.

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- **VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

JOBS Line: 440-JOBS (5627)